

20 March 1968

RECORDS ADMINISTRATION PROGRAM BACKGROUND

This Briefing on the Agency Records Program is focused on the fact that the Agency Records Center is filled to capacity and that extensive corrective actions must be initiated before December 1970. The Wednesday, 13 March 1968 Briefing of the Deputy Director for Support reviewed the Background of the Records Program and divided the problems and recommendations into two areas for action. The following Background material was part of that Briefing:

- a. The Federal Records Act of 1950 requires every Agency to have a Records Administration Program to improve the efficiency and economy of its paperwork.
- STATINTL b. The Headquarters Regulation [REDACTED] adequately fulfills the legal and administrative requirements of the Agency Records Program.
- c. Congress has repeatedly and consistently demonstrated a positive concern about records in the Executive Departments. (i.e. The Records Disposal Act of 1943 prohibits disposal of Government records unless approved by the Joint Committee on Disposal of Executive Papers.)

d. The Agency records disposal system operates in accordance with this law and with the related procedures established and supervised by the National Archives and Records Service, GSA.

e. Current Congressional concern is reflected in the Congressional Record of March 13, 1967 (pages H-2614 thru 2616) introducing House Resolution 7107 "a bill to provide for better direction and supervision of CIA and other U. S. Intelligence activities". In his remarks Congressman Reuss of Wisconsin recommends amendment of the 1943 Records Disposal Act and he stated: "To assure that the full record is available to historians, the bill provides that no CIA records can be destroyed without the approval of the Joint Congressional Committee on Intelligence".

STATINTL

f. Agency HR [redacted] prescribes a Records Program to include:

- (1) Reports Administration
- (2) Correspondence Administration
- (3) Forms Administration
- (4) Records Maintenance
- (5) Records Disposition
- (6) Vital Records Administration

g. The size and scope of the problems currently covered by each of the above sub-programs are reflected in a small "Quiz" attached as TAB A.

Management Imp. Slide (2)

It is a management improvement technique.

h. The network of 67 Agency personnel assigned the title of Records Management Officer and responsible for component activity in the decentralized Program are listed in TAB B. All have other duties and more than half of them spend only a short time on the Total Records Program.

1. The Agency Records Administration Officer has the assistance of 5 professionals in his Headquarters Central Staff. They establish standards and provide advice and guidance to all components of the Agency. The Total Records Program being attempted by this Central Records Staff is outlined in TAB C. He has 15 people operating the Agency Records Center at [redacted] and 2 at the Suitland Annex. (Two part-time contract employees are supplementing the work force during the move of some records to Suitland.)

STATINTL
j. Each summer the component Records Officers inventory the Agency records holdings.

k. The following Statistical Charts were briefly reviewed:

- (1) Volume of Active Records in Agency Offices (TAB D)
- (2) Total Office Holdings in the Records Center (TAB E)
- (3) Four types of Records on Hand in the Records Center (TAB F)
- (4) Average growth of Records Center Volume (TAB G)
- (5) Volume of Records on Hand 1957-67 and est. of 1975 (TAB H)

l. The records storage policy of the Federal Government, implemented through the National Archives and Records Service, is to construct Records Centers to store the inactive records of Government Agencies.

m. The Federal Government has 26 million cubic feet of records. At present there are 14 Federal Records Centers in 11 states holding some 8.5 million cubic feet of Government records. As of mid-1967 the Federal Agencies had some 17.5 million cubic feet of records.

n. The Agency now has a total of 334,000 cubic feet of records. Of these some 102,000 are in the Records Center and 232,000 are in the Offices. (The Agency ratio parallels that of the Federal Government with almost one-half as many inactive records in storage as there are active records in the Offices.)

o. In 1954 the National Archives had a \$25,000 Survey conducted by Records Engineering, Inc. to make a comparison of costs between Microfilming and the use of Federal Records Centers. A summary of this Survey, which states a record may be stored 20 to 60 years for the cost of microfilming it, is attached as TAB I.

p. In 1960 the General Accounting Office challenged the policy of Records Centers versus microfilming and, if we desire, that exchange of correspondence will be made available to us at National Archives by the Assistant Archivist for Federal Records Centers. The GAO conclusion found that Records Centers are more economical than microfilming inactive records.

q. The 18 December 1967 memo on the Agency Records Program by the Chief, Support Services Staff to the DDS includes a study of the probable cost of microfilming a selected one-half of the Records Center contents. The findings show an estimated cost of 1.2 million dollars to contract for the filming of 50,000 cubic feet of records.

STATINTL

r. (The following aside is added here in response to microfilming questions raised after the Briefing. The Agency Printing Services price catalog for small, exacting microfilming jobs estimates the costs of \$76 per 2,000 pages. Their current facilities and manpower cannot take on a large-sized continuous filming operation. In DDI/CRS [redacted] estimates filming at one cent per page. Our Staff estimates 2,000 pages per cubic foot of paper -- ergo, \$20 to film. The Government filming service at National Archives, GSA, Mr. Valacus calculates the cost at \$30 per cubic foot. Today they find no filming personnel available on the Civil Service roster and feel CIA security would boost filming costs to \$40 a foot among the possible Contractors. NARS stated the high cost of filming is personnel, not material and equipment. The filming problems may be seen detailed in the attached TAB J report on a DDI/CRS \$13,400 filming project. This was 3 million 5" x 8" cards (about 544 cubic feet) by 13 summer employees last year and the total cost averaged about \$24.76 per cubic foot. Recordak made a preliminary estimate of \$30,000 for the job -- \$55 a foot.)

s. (This paragraph also is added in response to questions concerning records storage costs. The National Archives and Records Service estimates Federal Records Center storage costs at 29 cents per cubic foot per year. They include in their calculations the annual cost of space and maintenance plus equipment costs amortized over a ten-year period. The Office of Logistics [redacted] informs us the 20,000 square feet of Records Center construction and equipment cost \$245,675 in 1954 and the 30,000 square foot addition in 1957 cost

STATINTL

\$416,442. We average better than two cubic feet of records per square foot of floor space and thus have a capacity of 106,800 cubic feet in the 47,950 square feet of floor space available.

At present a Survey is being made of the Records Center and will include new storage cost estimates. In the past the following records storage cost calculations have been used:

CALCULATIONS FOR AVERAGE RECORDS CENTER STORAGE COST:

Cost of Records Center Building and Equipment was \$662,117.

Cost Divided by Volume of Records in Storage is
(\$662,117 by 102,000) for a Center storage cost of \$6.48 per foot.

COMPARISON OF AVERAGE OFFICE RECORDS STORAGE COST:

Congressional reported cost of Government Office space is
\$3.85 per sq. ft.

O/Logistics stated cost of 4-drawer safe today is \$585.00 each.
(Safe holds 8 feet of records or \$73.12 per foot)

Cost of records storage in Office (\$73.12 plus \$3.85) is
\$76.97 per foot.

In the past we pro-rated the building cost and safe cost over a 20-year amortization period, thereby reducing the Center versus Office storage cost figures down to 32 cents versus \$.750 per year. Also we usually included the personnel costs for file and retrieval servicing of the records in both Office and Records Center because the ratio is similarly in the Center's favor. We calculate storage and service of records at the Center to be \$1.86 versus Office storage and service costs of \$61.08 per foot per year.)

t. Not all storage space is fit for Records Storage.

A record is kept because of a future need and intended use.

It must be available, controlled, secure, and serviced.

It must not be vermin ridden, rodent soiled, or damaged.

It must not be crumbly-crisp from heat or soggy from moisture.

If it does not deserve this care it need not be saved at all.

During Fiscal Year 1967 the retirement of records from Headquarters Offices averaged 71 cubic feet per work day (equal to 9 safes per day). The Records Center disposed of 29 cubic feet of old papers each day for a net growth rate averaging 42 cubic feet per day. From the records in storage the Records Center provided a daily average of 511 reference services during Fiscal Year 1967.

u. The Support Services Staff Program Call for 1970-1974 includes a Records Administration Branch request for \$750,000 to meet the requirements of storing Agency records after December 1970. This figure is based on the GSA construction costs of \$15 per square foot for reinforced Vault storage space. The Office of Logistics construction engineers use \$20 per foot in their estimates and include several other items with which we were unfamiliar. On 11 March 1968 they proposed a Feasibility Study (\$6,000) to establish tighter calculations and comparison costs. Attached as TAB K is the Logistics construction cost estimate of 1.2 million dollars plus another \$92,000 for necessary engineering work.